

**BOARD OF REGISTERED NURSING**

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Ruth Ann Terry, MPH, RN  
Executive Officer



**The following checklist may help you to be sure your application packet is complete. This will facilitate the timely processing of your application. Check to make sure you have:**

- ☐ ***Typed or clearly block-printed the application.***
- ☐ ***Completed every question on both the "Course Information" and "Instructor Information" page.***
- ☐ ***Indicated the FEIN (if you represent a corporation, health facility, governmental agency, etc.) or SSN if you are filing your application as a private citizen in box #7 on the first page of the application.***
- ☐ ***Included a sample of the advertising flyer/brochure and the certificate of completion.***
- ☐ ***Submitted both pink pages of the application.***
- ☐ ***Signed and dated the application.***
- ☐ ***Enclosed check for \$200 made out to the Board of Registered Nursing.***